

1200 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



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CITY OF SOUTH BEND PETE BUTTIGIEG, MAYOR

DEPARTMENT OF LAW

CRISTAL C. BRISCO
CORPORATION COUNSEL

ALADEAN M. DEROSE
CITY ATTORNEY

REQUIREMENTS FOR FILING A LIABILITY CLAIM WITH THE CITY OF SOUTH BEND

According to Indiana law, a notice of claim against the City must describe in a short and plain statement the facts on which the claim is based, including:

- 1) Circumstances which brought about the loss;
- 2) Extent of the loss – please provide two (2) written estimates for property damage;
- 3) Time and place the loss occurred;
- 4) Names of all persons involved, if known;
- 5) Amount of the damages sought; and
- 6) Claimant's residence at the time of loss and the time of filing the notice. I.C. 34-13-3-10.

The notice of claim should be forwarded to:

**City of South Bend
Department of Law
Attn: Claims Administrator
1200 County-City Building
227 W. Jefferson Blvd.
South Bend, Indiana 46601**

The notice must be received by the City within 180 days of the date of the incident. I.C. 34-13-3-8.

If you desire to pursue your claim against the City, please forward the information required by the statute set forth above. You may use the enclosed form. This should not be interpreted to mean that the City will pay the claim. This information must be provided before the City may begin to process your claim.

Sincerely,

Lawrence S. Wroblewski, AIC
Claims Administrator

Enclosure

2/24/15

ELLIOT A. ANDERSON
MICHAEL J. SCHMIDT

BENJAMIN J. DOUGHERTY
PAUL E. SINGLETON

TASHA REED OUTLAW
STEPHANIE STEELE

